



**PURCHASING DEPARTMENT  
THE RECREATION AND PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE**

**Seal Bid #: 1812  
Summer Camp Supplies  
File #: H-00729**

**BIDS/PROPOSALS WILL BE RECEIVED BY THE PURCHASING DEPARTMENT,  
RECREATION AND PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE  
6201 FLORIDA BLVD  
BATON ROUGE, LOUISIANA 70806**

**Please read Standard Terms and Conditions for Bids/ Instructions to bidders carefully!**

**Bids/Proposals will be accepted until: May 3, 2021 @ 11:00 A.M. (CT)**

**Advertisement: The Official Journal, THE ADVOCATE of Baton Rouge  
April 15, 2021 and April 22, 2021**

**THIS IS THE BID/PROPOSAL OF:**

Company: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

**IMPORTANT:** A cashier's check, certified check, or bid bond equal to 5% of the total amount of the bid **is not** required.

**ALL BID DOCUMENT PAGES MUST BE RETURNED**



### Price Sheet

The brand and model used in this specification is used only to denote the general style, type, character and quality standard of the supplies requested. Please note the brand and model that you are bidding in the designated spaces provided. If bidding other than specified, sufficient information should be enclosed with the bid to in order to determine quality, suitability, compatibility and compliance with the specifications.

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE
1.	Wooden Jewelry Bead Mix (Pack of 100+) Specify Brand/Model No.: _____	41	
2.	White cardstock paper, 8.5x11 (pack of 150+) Specify Brand/Model No.: _____	38	
3.	Standard/medium size cotton balls (bag of 500+) Specify Brand/Model No.: _____	17	
4.	Colored Pencils, plus pack (pack of 240) Specify Brand/Model No.: _____	13	
5.	Foam Craft Sheets, assorted colors, 9x12 (pack of 100+) Specify Brand/Model No.: _____	20	
6.	Dry erase board eraser Specify Brand/Model No.: _____	16	
7.	Dry Erase Markers, set includes assorted colors Specify Brand/Model No.: _____	16	
8.	Pom-poms, assorted sizes (pack of 500+) Specify Brand/Model No.: _____	32	
9.	Craft sticks (pack of 1000) Specify Brand/Model No.: _____	18	
10.	Model magic, value pack (6 lbs.) Specify Brand/Model No.: _____	17	
11.	Craft Feathers, assorted colors, variety pack Specify Brand/Model No.: _____	26	
12.	Fine Tip Permanent Markers, (pack of 6+) Specify Brand/Model No.: _____	13	
13.	Jute macrame, string, 210' Specify Brand/Model No.: _____	21	

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE
14.	Food coloring, 4 colors to a pack Specify Brand/Model No.: _____	20	
15.	Foam Youth Footballs Specify Brand/Model No.: _____	14	
16.	Googly eyes (pack of 100+) Specify Brand/Model No.: _____	24	
17.	Clear glue, washable, gallon size Specify Brand/Model No.: _____	19	
18.	Marbles, 25 count each (pack of 12) Specify Brand/Model No.: _____	2	
19.	Regular Crayons Class pack, 16 colors, set of 800 Specify Brand/Model No.: _____	9	
20.	Washable Markers, school pack, pack of 200 Specify Brand/Model No.: _____	7	
21.	Poster Board, 22''x28'' carton of 50 Specify Brand/Model No.: _____	19	
22.	Craft Cup disposable containers (pack of 1000) Specific Brand/Model No.: _____	3	
23.	Large spool of string Specify Brand/Model No.: _____	14	
24.	Wooden dowels (pack of 100+) Specify Brand/Model No.: _____	16	
25.	Four square, rubber ball, standard size Specify Brand/Model No.: _____	20	
26.	Craft Yarn, assorted colors (pack of 10) Specify Brand/Model No.: _____	14	

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE
27.	Parachute Cord, 550lbs, assorted colors Specify Brand/Model No.: _____	2	
28.	Mechanical Pencils (pack of 100+) Specify Brand/Model No.: _____	12	
29.	Index cards, 3''x 5'', pack of 100 Specify Brand/Model No.: _____	16	
30.	Orange Corner Flags (set of 4+) Specify Brand/Model No.:_____	46	
31.	Pipe cleaners, chenille stem assortment, 12''x6mm, pack of 100 Specify Brand/Model No.:_____	12	
32.	Pony Bead Mix, ½ lb bag, multi colors, (~ 900 beads) Specify Brand/Model No.:_____	9	
33.	Rubber Bands, 100% pure rubber, one pound bag Specify Brand/Model No.:_____	7	
34.	Giant Paper Clips, (pack of 100+) Specify Brand/Model No.:_____	14	
35.	Paint Brushes, assortment pack (pack of 144) Specify Brand/Model No.:_____	7	
36.	Water Coolers, 5 gallon size, screw on lids Specify Brand/Model No.:_____	7	
37.	Max Liquidator, water blasters, water toy (pack of 6) Specify Brand/Model No.:_____	160	
38.	Three hole paper punch Specify Brand/Model No.:_____	23	
39.	Uno, card game Specify Brand/Model No.:_____	29	
40.	Fiskars craft knife, for precise cutting of paper, cloth, poster board, standard #11 blades, pack of 3 Specify Brand/Model No.:_____	46	

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE
41.	Stop Watch Specify Brand/Model No.: _____	39	
42.	Straws, paper (pack of 100)  Specify Brand/Model No.: _____	11	
43.	Gym Floor Tape Multiple colors (set of 6)  Specify Brand/Model No.: _____	20	
44.	Electric Ball Pump  Specify Brand/Model No.: _____	6	
45.	Obstacle Course Pack With cones, posts and connector clips, durable plastic Specify Brand/Model No.: _____	15	
46.	Multicolor Beach ball Specify Brand/Model No.: _____	162	
47.	Balloons Latex Ballons, assorted colors, (100+) Specify Brand/Model No.: _____	2	
48.	Pool Noodles (pack of 20) Specify Brand/Model No.: _____	16	
49.	Sketchbook, large, unlined, paperback Specify Brand/Model No.: _____	23	
50.	Journals, unlined, paperback Specify Brand/Model No.: _____	920	
51.	Colored Masking Tape, assorted colors (Set of 6) Specify Brand/Model No.: _____	10	
52.	Portable, Bluetooth, Audio Speaker, water proof Specify Brand/Model No.: _____	23	
53.	Rubber Bases, throw down (includes: home, 3 square bases, and pitcher's mound) Specify Brand/Model No.: _____	11	
54.	Basketballs, small 5.5'', youth, rubber Specify Brand/Model No.: _____	24	
55.	Foam Fitness dice, , fitness die and dot die Specify Brand/Model No.: _____	10	
56.	Spot Markers, 10'', assorted colors (set of 6) Specify Brand/Model No.: _____	34	
57.	Stackable plastic Bins/tubs, for storage, 5gallon Specify Brand/Model No.: _____	23	

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE
58.	Folding Sports Wagon, collapsible, already assembled Specify Brand/Model No.: _____	10	
59.	Duck Tape, assorted colors, 10 yard rolls Specify Brand/Model No.: _____	120 OR 20 sets of 6 colors	
60.	Orange disk cones, 6'' (set of 6) Specify Brand/Model No.: _____	20	
61.	Mini Soccer ball, size 2, youth 3-5 yrs Specify Brand/Model No.: _____	20	
62.	Plastic Youth Bowling Set Specify Brand/Model No.: _____	13	
63.	Mini Super Hero Yo-Yo, (pack of 12) Specify Brand/Model No.: _____	90	
64.	Basketballs, regular youth size, rubber or leather Specify Brand/Model No.: _____	26	
65.	Your Body is Your Gym Poster Set, (Set of four- posters demonstrate physical activities) Specify Brand/Model No.: _____	23	
66.	Tub of double bubble, bubble gum Specify Brand/Model No.: _____	23	
67.	Rainbow Jacks (set of 12) Specify Brand Model No.: _____	23	
68.	Jump ropes, assorted color, quick speed Specify Brand/Model No.: _____	40	
69.	Water balloons, Instant 100 self-sealing, assorted colors (pack of 3+) Specify Brand/Model No.: _____	23	
70.	Multipurpose plastic buckets, spectrum, multicolor (set of 6) Specify Brand/Model No.: _____	30	
71.	Connect 4 Game Specify Brand/Model No.: _____	36	
72.	Dodgeballs, value pack (pack of 36) Specify Brand/Model No.: _____	5	
73.	Assorted Jumbo Card Games-go fish, crazy 8's, old maid, match (pack of 12 games) Specify Brand/Model No.: _____	5	
74.	Black Ink Pens (Pack of 12+) Specify Brand/Model No.: _____	16	
75.	Mason Jars, with lid (pack of 12) Specify Brand/Model No.: _____	65	
76.	Freight	1	

## Standard Terms and Conditions for Bids

### INSTRUCTIONS TO BIDDERS

Bidders are urged to promptly review the requirements of these specification, terms and conditions and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications, terms and conditions are clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification, terms and conditions documents will not be considered after bids are opened.

1. Bids may be delivered by hand, mail or courier service to our physical address: BREC, ATTN: PURCHASING OFFICE, 6201 Florida Blvd., Baton Rouge, LA 70806. BREC is not responsible for any delays caused by the bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid. Failure to meet the bid opening date and time shall result in rejection of the bid.
2. Electronic (refer to 4. Below) OR Paper bids will be received until the stated bid opening time, by the BREC Finance Department/PURCHASING OFFICE, BREC Administration Building, 6201 Florida Boulevard, Baton Rouge, Louisiana. All electronic bids will be downloaded and publicly read aloud, along with all paper bids received, immediately after the bid closing in Room 1501 of the BREC Administration Building. Bidders or their authorized representatives are invited to be present. No bids will be received after the stated date and time.
3. Complete bid documents are provided at no cost in electronic format at [www.bidexpress.com](http://www.bidexpress.com). Bidders may register and view complete bid documents and Instructions for Bidders at no cost. Questions about this procedure shall be directed to Bid Express Customer Service at [support@bidexpress.com](mailto:support@bidexpress.com). Toll free phone: (888) 352-BIDX (2439), Phone: (352) 381-4888, Fax: (352) 381-4444, Monday thru Friday, 6am - 6pm CST. See also <http://www.brec.org/assets/bidderinst.pdf> for instructions.
4. Electronic Bids must be submitted through [www.bidexpress.com](http://www.bidexpress.com) prior to the bidding deadline. Bidders utilizing the electronic bid process are responsible for confirming that all documents are properly submitted and received by Bid Express.
5. Paper bid forms must be submitted in a sealed, opaque envelope and endorsed with Vendor's Name, Bid Number and Title of the project being bid for BREC sites for Recreation and Park Commission for the Parish of East Baton Rouge. Bid form blanks must be duly filled in by the Bidder. **FAX Bids are not acceptable.** Bidders are cautioned not to attach any conditions or provisions to their bids. Any foreign conditions will render the bid invalid and may cause its rejection.
6. Bidders may attend the bid opening, but no information or opinions concerning the bid award will be given at the bid opening or during the evaluation process. Bids may be examined after 72 hours of bid opening. Access to information in completed files may be secured by visiting the Finance Department during normal business hours. (See Item No. 33)
7. Terms and Conditions: This solicitation contains all terms and conditions with respect to the commodities and/or bid specifications herein. Any vendor contracts, forms, terms or other materials submitted with bid may cause bid to be rejected. Any bidder modifications to published terms and conditions of BREC bids may also cause bid to be rejected.
8. A Purchase Order or written contract is the **only** binding contract to be issued against this bid. Signing of vendor's forms is not allowed.



9. **All bid prices must be typed or written in ink**, unless submitted electronically through our electronic bid system. Any corrections, erasures or other forms of alteration to unit prices should be **initialed** by the bidder.
10. Bid prices shall include delivery of all items FOB: Destination, or as otherwise provided.
11. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. BREC's payment terms is Net 30. Invoices are to reference the purchase order or contract number issued for each delivery or service rendered, as this number will change on each request for product or service rendered. Invoices are to be emailed to: [Accountspayable@brec.org](mailto:Accountspayable@brec.org)
12. By signing the bid, the bidder certifies compliance with all Instructions to Bidders, terms, conditions and specifications, and further certifies that this bid is made without collusion or fraud. This bid is to be manually signed in ink by a person authorized to bind the vendor. Other means of submittal is through our electronic bid system. (See #4.)
13. BREC reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
14. Prices: Unless otherwise specified by BREC in the bid, bid prices must be complete, including transportation prepaid by bidder to destination and bid prices shall be firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than FOB Destination may be rejected.
15. Vendor is responsible for including all applicable taxes in the bid price. **BREC is exempt from all state and local sales and use taxes.**
16. Unless specifically called for in the solicitation, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation. The manufacturer's standard warranty will apply, unless otherwise specified in the solicitation.
17. BREC reserves the right to cancel any contract, in accordance with purchasing rules and regulations, for cause, including, but not limited to, the following: a) Failure to deliver within the time specified in the contract; b) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; c) Misrepresentation by the contractor; d) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with BREC; e) Conflict of contract provisions with constitutional or statutory provisions of State or Federal law; f) Any other breach of contract, with ten (10) days written notice.
18. All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
19. **Vendors must clearly identify bids by name, bid number and bid opening date and time on face of sealed envelope.**
20. Bid Bond is NOT Required for this bid, unless otherwise stated in bid documents.
21. BREC is an Equal Opportunity Employer. The Bidder is encouraged to utilize minority participation in this contract to the extent possible using small, disadvantaged and women-owned businesses as suppliers or subcontractors.
22. If bidding other than as specified, sufficient literature should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications.

23. Vendor is to return **all** pages of bid.
24. **All items are to be delivered by May 26, 2021.** BREC reserves the right to reject any bid that cannot be delivered by May 26, 2021.
25. **Purchase Order Numbers are required for all materials and supplies ordered by BREC. No order is to be accepted by a vendor unless a valid Purchase Order number is obtained by BREC employees prior to purchase request, and given to vendor. Invoices that do not have a valid Purchase Order Number listed on the invoice are not authorized purchases and will be returned to the vendor.**
26. In order to receive ACH payments, you must complete the attached ACH Vendor Payment Authorization Agreement form. Please return the completed form with bid packet or by emailing [vendors@brec.org](mailto:vendors@brec.org).
27. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or *Nolo Contendere* to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.
28. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
29. Terms and Conditions: This bid contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this bid and governed by the laws of the State of Louisiana as required by Louisiana Law.
30. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In Subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133). A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.
31. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed? YES\_\_\_NO\_\_\_If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim. Indicate where in Louisiana your is being obtained: \_\_\_\_\_.
32. **Due to the COVID-19 emergency situation, BREC is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office. (This statement refers to Items No. 2 and No. 6.)**
33. **BREC reserves the right to purchase additional quantities of all line items at the same price, terms and conditions for a period of twelve (12) months from the date of order based upon vendor acceptance.**

## BIDDER'S ORGANIZATION

PROPOSER IS:

AN INDIVIDUAL

Individual's Name: \_\_\_\_\_

Doing business as: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

A PARTNERSHIP

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

A LIMITED LIABILITY COMPANY

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

A CORPORATION

**IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST BE SUBMITTED WITH BID.**

Corporation Name: \_\_\_\_\_

Address: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

**IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID MUST COMPLETE THIS FORM.**

## CORPORATE RESOLUTION

A meeting of the Board of Directors of \_\_\_\_\_ a corporation organized under the Laws of the State of \_\_\_\_\_ and domiciled in \_\_\_\_\_ was held this \_\_\_\_\_ day of \_\_\_\_\_, 2020  
And was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

**BE IT RESOLVED**, that is hereby authorized to submit bids and execute agreements on behalf of this corporation with BREC, for the Parish of East Baton Rouge.

**BE IT FURTHER RESOLVED**, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Finance Director of BREC, shall have been furnished a copy of said resolution, duly certified.

I, \_\_\_\_\_, hereby certify that I am the Secretary of \_\_\_\_\_, a corporation created under the laws of the State of \_\_\_\_\_ domiciled in \_\_\_\_\_; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the \_\_\_\_\_ day of \_\_\_\_\_ 20 , as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This day of \_\_\_\_\_, 20

\_\_\_\_\_  
SECRETARY

## AFFIDAVIT

### STATE OF LOUISIANA PARISH OF EAST BATON ROUGE

**BEFORE ME**, the undersigned authority, personally came and appeared \_\_\_\_\_ who, being first duly sworn did depose and say that he/she is a duly authorized representative of \_\_\_\_\_ receiving value for services rendered in connection with: \_\_\_\_\_.

a public project of Recreation and Park Commission for the Parish of East Baton Rouge, Louisiana.

Pursuant to the provisions of LSA R.S. 38:2224, affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he/she received or will payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant. No part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for affiant.

Pursuant to the provisions of LSA R.S. 38:2212.10, (1) Contractor is registered and participates in a status verification system, the electronic verification of work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324(a), and operated by the United States Department of Homeland Security, known as the "E-Verify" program, to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens; (2) Contractor shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana; (3) Contractor shall require all subcontractors to submit to the Contractor a sworn affidavit verifying compliance with paragraphs (1) and (2).

Pursuant to the provisions of LSA R.S. 38:2227, that if a sole proprietor, he/she has not been convicted of, or has not entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below; that if representing a bidding entity, no individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of a ten percent ownership in the bidding entity, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below: Public bribery (R.S. 14:118); Corrupt influencing (R.S. 14:120); Extortion (R.S. 14:66); Money laundering (R.S. 14:230); Theft (R.S. 14:67); Identity Theft (R.S. 14:67.16); Theft of a business record (R.S. 14:67.20); False accounting (R.S. 14:70); Issuing worthless checks (R.S. 14:71); Bank fraud (R.S. 14:71.1); Forgery (R.S. 14:72); Contractors; misapplication of payments (R.S. 14:202); Malfeasance in office (R.S. 14:134).

00

\_\_\_\_\_  
Signature

**SWORN TO AND SUBSCRIBED** before me, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at Baton Rouge, Louisiana.

\_\_\_\_\_  
Notary Public

Printed Name: \_\_\_\_\_

Notary ID No.: \_\_\_\_\_

**ACH VENDOR PAYMENT AUTHORIZATION AGREEMENT**

PLEASE TYPE or PRINT LEGIBLY

☐

NEW

☐

REVISION (Please Check One)

I authorize the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) to deposit payment for services rendered or goods provided directly into my account at the financial institution listed below. If BREC erroneously deposits funds into said account, I authorize BREC and the financial institution to initiate the transaction(s) necessary to correct the error. This authorization will remain in effect until BREC has received written notification from me of my termination and BREC has had reasonable opportunity to act upon it.

Name of the Vendor/Payee			Financial Institution Name		
Vendor/Payee Address			Financial Institution Address		
City	State	Zip Code	City	State	Zip Code
Vendor/Payee E-mail for Vendor Accounts Receivable Dept.			Financial Institution Representative Name		
			Title		
Last four (4) digits of Social		Last four (4) digits of	Financial Institution Telephone Number ( )		
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Vendor/Payee Contact Name			Financial Institution Routing Number		
Contact Telephone Number ( )	Contact Fax Number ( )	Account Number      Checking <input type="checkbox"/> Savings <input type="checkbox"/>			
In the future, BREC may implement a system whereby purchase orders are sent to vendors via EMAIL. Please provide an email address where BREC may send future purchase orders below:					
Is the financial institution indicated above outside the United States?      Yes <input type="checkbox"/> No <input type="checkbox"/>					
_____ Print Name and Title of Payee Authorized Official			_____ Payee Authorized Signature      Date		
<b>INTERNAL USE ONLY</b>					
Vendor ID #		Purchasing Initials		Accounts Payable Initials	

**IMPORTANT:**

**The Recreation and Park Commission for the Parish of East Baton Rouge (BREC)**

**ACH Vendor Payment Authorization  
Frequently Asked Questions**

**FAQ's**

Here are some frequently asked questions and answers:

**Q. What is ACH Vendor Payment?**

A. ACH Vendor Payment is a system that deposits payment for goods and/or services that you have sold to the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) directly into your account at any financial institution that is a member of the Automated Clearing House Network.

**Q. Who is eligible for ACH Vendor Payment?**

A. All vendors that provide goods and/or services to BREC who are now being paid by check through BREC's Accounts Payable Department.

**Q. What steps should I take to assure that my payment is deposited to my account?**

A. Verify with your financial institution that the routing number used for wires into your account is the same as indicated on your check. If it is not the same, please obtain and provide the correct routing number from your financial institution.

**Q. When will my payment be deposited in my account?**

A. Your payment will be deposited into your account based on the settlement date referenced on your direct deposit advice e-mail.

**Q. Is my payment safe?**

A. Billions of ACH transactions are transmitted successfully across the country. This could not be done without numerous checks and balances built into the system. NACHA manages the development, administration, and governance of the ACH Network. You may learn more at [www.nacha.org](http://www.nacha.org).

**Q. What do I do if for some reason my payment is not deposited into my account?**

A. One of the advantages of the ACH Network is that all transactions are traceable. Simply contact the Accounts Payable Supervisor at (225) 272-9200, and ask that your payment be traced, starting with the originating financial institution.

**Q. After I apply for ACH Vendor Payment, how soon can I expect to participate?**

A. The target implementation date for changing over to ACH Vendor Payment is December 31, 2015. Beyond this date, most payments made by BREC to its vendors will be made via ACH transaction. However, as BREC transitions from the old "paper" method of paying vendors to ACH Vendor Payment, *some* vendors may begin to receive their payments via ACH transaction before December 31, 2015. In all cases, before a vendor receives their first payment via ACH transaction, they will receive an e-mail notifying them of the upcoming deposit.

**Q. What happens if I change financial institutions and/or accounts?**

A. In the event that you change financial institutions, or account numbers within the same financial institution, simply provide a new ACH Vendor Payment Authorization Agreement and a voided check, and mark the "Revision" box at the top. Until your account change has been completed, you may receive your payment by mail. It is the vendor's responsibility to advise BREC of any changes and to do so in a timely manner. BREC requires fifteen (15) working days to process changes.

**Q. What if I want my payment to be forwarded to a financial institution outside the United States?**

A. If you receive payments via direct deposit which are forwarded from a U.S. financial institution to a financial institution outside the U.S., please indicate YES in the ACH Vendor Authorization Agreement form and contact the Accounts Payable Supervisor at (225) 272-9200.

**Q. BREC will transmit payment information AND invoice information (in the form of "addenda" information) to the vendor's banks. What happens if my bank statement does not break down the invoices paid by BREC?**

A. Tell your bank that you will be receiving payments via ACH and that BREC will be including addenda information with our payment in the CCD Plus format.

**Q. What do I need to do?**

- A. Just follow these simple steps:
- Complete the ACH Vendor Payment Authorization Agreement.
  - Attach a voided check which clearly shows
    - the bank account holder's name
    - account number
    - financial institution's name
    - routing number
  - Send the signed agreement and voided check to: [Vendors@BREC.org](mailto:Vendors@BREC.org)

If you have any questions about ACH Vendor Payment, please contact the Accounts Payable Supervisor at: (225) 272-9200



**THE RECREATION AND PARK  
COMMISSION FOR THE PARISH OF EAST  
BATON ROUGE**

**IMPORTANT:**

**Please attach a voided check below and make sure that the account number & routing number on the check match page 1 of this form.**

**Please return both pages of this completed form to us via email at: [Vendors@BREC.org](mailto:Vendors@BREC.org)**

**John & Jane Doe**  
123 Your Street  
Anywhere, USA 12345

Date \_\_\_\_\_

2001

Pay To The  
Order Of \_\_\_\_\_ \$ \_\_\_\_\_

**ATTACH VOIDED CHECK**

**YOUR BANK**  
123 Your Bank's Street  
Anywhere, USA 12345

Memo \_\_\_\_\_

012347678 123456789 2001

DOLLARS

*Checking Account # (usually follows the Routing & Transit #)*

*Routing & Transit # (9 digit number between these two symbols)*

*Check Number (is not needed to complete this form)*